

# **JOB VACANCY ANNOUNCEMENT**

## **US EMBASSY, ACCRA**

July 12, 2011

**ANNOUNCEMENT # HR11-022**

**NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.**

**OPEN TO:** All Interested Candidates

**POSITION:** **PUBLIC HEALTH SPECIALIST (STRATEGIC INFORMATION ADVISOR), FSN-11**

**POSITION NO:** A11010

**OPENING DATE:** July 13, 2011

**CLOSING DATE:** July 26, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-04 to be confirmed by  
Washington)  
  
\*Ordinarily Resident: GH¢24,604 p.a. (Starting salary)  
(Position Grade: FSN-11)

**LENGTH OF HIRE:** Indefinite

**NOTE: ALL APPLICANTS WHO ARE NOT GHANAIAN CITIZENS WILL BE EXPECTED TO RESIDE IN GHANA AND MUST BE ABLE TO QUALIFY FOR A GHANAIAN WORK PERMIT. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.**

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of **PUBLIC HEALTH SPECIALIST (STRATEGIC INFORMATION ADVISOR)** with the Centers for Disease Control and Prevention (CDC) office.

### **BASIC FUNCTION OF POSITION**

Under the supervision of the Centers for Diseases Control and Prevention (CDC) Ghana Director, incumbent will serve as program specialist and key public health technical advisor functioning at a project management level, providing technical expertise primarily to the PEPFAR (President's

Emergency Plan for AIDS Relief) Ghana team and assistance to other participating partners that include the Ghana AIDS Commission and Ghana Health Service in the design, implementation and strengthening of HIV surveillance systems and the conduct of large, complex surveys designed to measure HIV prevalence, incidence and other indicators of importance to evaluate the impact of HIV control programs in Ghana.

Incumbent will also coordinate the design and ensures appropriate, high quality implementation and strengthening of monitoring systems and evaluation projects; quantifies the progress towards targets set for PEPFAR and the national HIV response which requires public health technical knowledge, results-oriented data analysis, advocacy, and the ability to develop and maintain collaborative working relationships with USG partners and the host country government at both implementer and national levels.

Job holder will represent the agency on Strategic information (SI) issues at technical, policy and strategic planning meetings, including meetings with collaborators and donors. S/he will be responsible for planning, designing and managing SI component of the agency's strategic objectives/country operational plan.

Provides technical assistance for program evaluation activities that focus on priority issues; develops innovative monitoring tools; advises and develops training on the process of defining measurable indicators and targets for the desired program results addressed by cooperating partners; assists the agency and partners with planning, designing, and implementing their respective evaluation plans; develops, implements, and monitors results of HIV/AIDS surveillance activities and surveys; carries out management responsibilities for cooperative agreements, grants and contracts associated with SI; responsible for data integrity and security of information in the reporting databases; and will occasionally present briefings for Congressional and Executive delegations, industry leaders and other high-level visitors.

The successful candidate will be responsible for providing oversight and monitoring budget allocated to SI implementing/cooperative agreement partners; oversees the public health technical aspects in development of scopes of work, funding opportunity announcement, request for application, or annual program statement and reviews applications, supplemental awards, and requests for extensions for activities under his/her purview.

The incumbent will represent CDC Ghana at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies; participates in inter-agency strategic planning and administrative meetings; serves as chair or rotating chair on inter-agency technical working groups; assists the government in preparing and disseminating white papers, presentations and peer-reviewed journal articles as well as writing national policy documents.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Masters level degree or Ghanaian equivalent in public health or epidemiology, statistics or behavioral science is required.
2. Minimum of five years of progressively responsible professional-level experience working as an Monitoring & Evaluation (M&E)/Strategic Information (SI) specialist in a

health/medical research organization, university or public health program implementing agency is required. One additional year of experience at the managerial level is required.

3. Level IV English (fluent). High degree of proficiency in both the written and spoken language, including the ability to translate. On occasions, the job holder may need to act as an interpreter. Language proficiency will be tested.
4. Strong knowledge of monitoring and evaluation methodology, data quality assurance, analysis reporting and best practices in data dissemination and data use is required. Good knowledge of data management processes and tools including web-based data management systems is required. High level of competency in managing data information and evaluations on large scale health or HIV/AIDS activities required. Working knowledge of the objectives and operations of the USG or the program activities of other international donor organizations is required. In-depth specialist knowledge of USG HIV/AIDS public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of HIV/AIDS programs is required. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/grants/purchase requisitions is required.
5. The successful candidate will be required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines and in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Balanced judgment must be exercised in setting priorities; the use of initiative and discretion will be expected from the incumbent in dealing with inter-agency and agency health sector personnel and other development partners. Considerable judgment is required in working effectively with officials of the host government and the private sector, in overseeing implementing agency activities and coordinating multi-sector efforts in support of the agency and PEPFAR strategic objectives.
6. Strong oral and written communication skills; leadership skills; ability to analyze, understand and discuss new program design, management and implementation approaches; strong skills in interpretation of program monitoring and evaluation data; intermediate user-level of MS word processing, spreadsheets and databases are required.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174): **or**
2. A combination of both: i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see section 3A below for more information*): **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veteran preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
6. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes

- or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
  - J. Eligibility to work in the country (Yes or No)
  - K. Special Accommodations the Mission needs to provide
  - L. If applying for position that includes driving a U.S. Government vehicle,  
Driver's License Class / Type
  - M. Days available to work
  - N. List any relatives or members of your household that work for the U.S.  
Government (include their Name, Relationship, & Agency, Position, Location)
  - O. U.S. Eligible Family Member and Veterans Hiring Preference
  - P. Education
  - Q. License, Skills, Training, Membership, & Recognition
  - R. Language Skills
  - S. Work Experience
  - T. References

**NOTE:**

1. All applications must have the **Position Number** and **Position Title** identified.
2. All "Hard Copy"/printed applications must be submitted to the Mail Room at the Chancery. Hard Copy Applications submitted through any other office will not be accepted. You may apply on-line using the [AccraHRO@state.gov](mailto:AccraHRO@state.gov) email address. **This is the preferred means of applying** for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Accra. <http://ghana.usembassy.gov/jobopportunities.html>
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

**SUBMIT APPLICATION TO:**

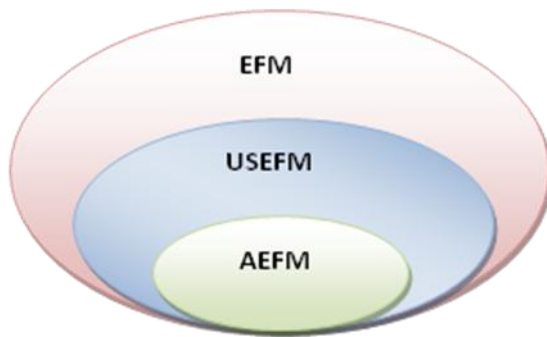
Human Resources Office  
Through the Mailroom, Chancery  
American Embassy, Accra  
P.O. Box GP 194  
Cantonments – Accra

**POINT OF CONTACT:**

Telephone: 0302-741000  
Fax: 0302-741389  
E-mail: [AccraHRO@state.gov](mailto:AccraHRO@state.gov)

To get a copy of this vacancy announcement, please log on to our website at:  
[http://ghana.usembassy.gov/job\\_opportunities.html](http://ghana.usembassy.gov/job_opportunities.html)

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the

sponsoring employee who is unmarried and at least 18 years old; and

- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**CLOSING DATE FOR THIS POSITION: July 26, 2011**

*The US Mission in Accra, Ghana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*